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Theme	Unit and Page Number	Life Skills/ EL Civics Competencies	Grammar	Vocabulary
Basic Communication	Pre-Unit Getting to Know You Page P1	<ul style="list-style-type: none"> ● Get to know your classmates ● Talk about personal interests ● Write a personal letter or e-mail ● Research local information and resources 	<ul style="list-style-type: none"> ● Information questions ◆ Verb tense review ◆ Simple present ◆ Present perfect △ Punctuation review 	<ul style="list-style-type: none"> ● Expressions of introduction ● Personal interests/hobbies: <i>emotional, creative, mental, physical, cook, do crossword puzzles, do yoga, draw, knit, lift weights, paint, play, soccer, play video games, read, run, swim, take pictures, watch movies, write</i> ● Personal letter writing: <i>dear, sincerely</i>
	1 Balancing Your Life Page 1	<ul style="list-style-type: none"> ● Identify your learning style ● Identify a career path ● Balance your life ● Identify and prioritize goals ● Motivate yourself ● Research education and training ● Create a personal profile 	<ul style="list-style-type: none"> ● Review of simple verb tenses: present, past, future ● Future perfect ◆ Gerunds ◆ Superlative adjectives △ Future with <i>will</i> 	<ul style="list-style-type: none"> ● Learning style: <i>visual, auditory, tactile, kinesthetic</i> ● Career path: <i>be flexible, evaluate progress, inspire, monitor progress, positive outlook, support</i> ● Motivation: <i>earning power, pursue, educational attainment</i> ● Goal setting: <i>achieve, balance, long-term, motivate, prioritize, short-term</i> ● Multiple intelligences: <i>auditory, bodily, rhythmic, interpersonal, intrapersonal, logical, naturalistic, spatial, verbal, linguistic, visual, tactile, kinesthetic</i> ● Careers: <i>architect, engineer, interior designer, mechanic, sculptor, journalist, lawyer, politician, teacher, translator, writer, accountant, computer programmer, doctor, researcher, scientist, actor, athlete, dancer, firefighter, physical education teacher, composer, conductor, disc jockey, musician, singer, businessperson, counselor, politician, salesperson, social worker, philosopher, psychologist, researcher, conservationist, farmer, gardener</i>
Consumer Economics	2 Personal Finance Page 23	<ul style="list-style-type: none"> ● Organize your finances ● Reduce debt and save money ● Identify investment strategies ● Maintain good credit ● Protect yourself against identity theft ● Research government consumer agencies ● Create a financial plan 	<ul style="list-style-type: none"> ● Future perfect ● Past perfect continuous ◆ <i>Need and want</i> plus infinitive statements ◆ Modal with <i>should</i> ◆ Information questions △ Imperatives △ Present perfect △ Simple past 	<ul style="list-style-type: none"> ● Financial expressions: <i>budget cut, buy in bulk, capital gains, commit fraud, counterfeit checks, current income, delinquent accounts, false pretenses, unauthorized transactions, bankruptcy, collateral, inflation, investment, liquid assets, penalty, periodically, risky, bargain, delinquent, fraud, convert, earnings, risk, counterfeit, expense, worth, debt</i> ● Expenses: <i>mortgage, rent, home maintenance fees, renters' insurance, gas, electric, water telephone, cell phone, food, restaurants, medical, dental, auto expenses, tolls, fares, parking, clothes, shoes, dry cleaning, hair, manicure, facial, training, education, income taxes, computer, credit cards, loans, postage, subscriptions, entertainment</i>

● Grammar points that are new

△ Grammar points that are being recycled

◆ Grammar points that are presented in context

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Numeracy/ Academic Strategies	EFF	SCANS	CASAS
Pre-Unit <ul style="list-style-type: none"> ● Pronunciation: Enunciate clearly ● Develop research skills and ideas ● Take notes ● Focused listening ● Prepare and deliver an oral presentation ● Write a personal letter/e-mail 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Conveying ideas in writing ● Speaking so others can understand ● Listening actively <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Learning through reasearch ● Taking responsibility for learning 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Listening ● Speaking ● Social ● Visualization ● Cultural diversity 	<p>1: 0.1.1, 0.1.2, 0.1.4, 7.2.1</p> <p>2: 0.2.1, 0.2.4</p> <p>3: 0.2.3</p> <p>RE:7.44</p>
Unit 1 <ul style="list-style-type: none"> ● Reading ● Interpret meanings of words in context ● Develop categories ● Write a paragraph ● Focused listening ● Take notes from lecture/oral sources ● Interpret bar graphs ● Research online 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Reading with understanding ● Observing critically <p>Decision-Making:</p> <ul style="list-style-type: none"> ● Planning <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Using information and communications technology ● Learning through research 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Writing ● Social ● Negotiation ● Leadership ● Self-esteem ● Self-management ● Responsibility ● Decision making 	<p>VB:7.4.5</p> <p>1: 7.4.2, 7.4.9</p> <p>2: 4.1.9, 7.4.2</p> <p>3: 7.4.2</p> <p>4: 7.1.1,7.1.2,7.1.3, 7.4.2</p> <p>5: 7.1.3</p> <p>RV:7.2.1</p> <p>RE:4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6</p> <p>TP:4.8.1, 4.8.5, 4.8.6</p>
Unit 2 <ul style="list-style-type: none"> ● Interpret meaning of idioms in context ● Focused listening ● Analyze and evaluate readings and budgets ● Outline readings ● Summarize reading passages and other sources of information ● Make calculations ● Create a budget 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Observing critically <p>Decision-Making:</p> <ul style="list-style-type: none"> ● Using math to solve problems and communicate ● Solving problems and making decisions ● Planning <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Using information and communications technology ● Learning through research ● Reflecting and evaluating 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Mathematics ● Social ● Self-management ● Responsibility ● Problem-solving ● Decision making 	<p>VB: 7.4.5</p> <p>1: 1.5.1, 4.1.4, 2.5.5</p> <p>2: 1.6.2</p> <p>3: 7.4.2</p> <p>4: 1.3.2, 7.4.2</p> <p>5: 1.6.2, 7.4.2</p> <p>RV:7.2.1</p> <p>RE:4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6</p> <p>TP:4.8.1, 4.8.5, 4.8.6</p>

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Theme	Unit and Page Number	Life Skills/ EL Civics Competencies	Grammar	Vocabulary
Transportation	3 Automotive Know-How Page 45	<ul style="list-style-type: none"> ● Purchase a car ● Maintain and repair your car ● Interpret an auto insurance policy ● Compute mileage and gas consumption ● Follow the rules of the road ● Research automotive information ● Create an auto handbook 	<ul style="list-style-type: none"> ● Information questions ◆ Imperatives ◆ Comparative and superlative adjectives ◆ Modal with <i>must</i> △ Present perfect 	<ul style="list-style-type: none"> ● Vehicle names: <i>two-door coupe, four-door sedan, convertible, minivan, sport utility vehicle (SUV), sports car, station wagon, pickup truck, van</i> ● Automotive maintenance actions: <i>change, check, fill, inspect, perform, replace, top off, change, choose, commute, do, find, imagine, look at, replace</i> ● Insurance terms: <i>accident coverage, make, premium, bodily injury, incident, model, uninsured motorist, collision limits of liability, policy number, annual mileage, VIN, length of policy, policy premium, make of vehicle</i> ● Vehicle parts: <i>air filter, alternator, battery, brake fluid reservoir, coolant reservoir, disc brake, distributor, exhaust manifold, fuel injection system, muffler, power steering reservoir, radiator, rear axle, rear suspension, timing belt, water pump, fill up</i>
Housing	4 Housing Page 67	<ul style="list-style-type: none"> ● Communicate issues by phone ● Interpret lease/rental agreements ● Identify tenant and landlord rights ● Get insurance ● Prevent theft ● Research homeowner's and renter's information on the Internet ● Make a presentation related to housing issues 	<ul style="list-style-type: none"> ● Parts of speech: nouns, verbs, adjectives ● Noun forms ● Causative verbs ◆ Simple present ◆ Modals with <i>might</i> and <i>must</i> △ Information questions 	<ul style="list-style-type: none"> ● Housing: <i>abandon, dwelling, grounds, summon, premises, evident, responsible, exterior, seize, rental agreement, tenant, landlord, right, responsibility, smoke detector, utilities, lead-based paint</i> ● Home insurance: <i>prevention, installation, expiration, prolonged absence, replacement cost, sanitary regulations, structurally sound, time-consuming, litigate, terminate, vacate, estimate, possess, deteriorate, compensate, activate, fit for occupancy, formal written notice, full compliance, (insurance) quotes, policy, personal property, (annual) premium, deductible, habitability</i> ● Crime prevention: <i>burglarize, enticing, theft, break-in, burglary, crime, thief, disturbance, weapons</i>
Health	5 Health Page 89	<ul style="list-style-type: none"> ● Identify practices that promote mental and physical well-being ● Ask about medical bills ● Interpret health insurance information ● Identify addictions ● Interpret procedures for first-aid ● Research health-related resources in the community ● Give a presentation on a health-related topic 	<ul style="list-style-type: none"> ● Parts of speech: nouns, verbs, adjectives, adverbs ● Independent and dependent clauses ● Adverb clauses of concession ◆ Information questions ◆ Complete sentences ◆ Gerund △ Conditional with <i>could</i> 	<ul style="list-style-type: none"> ● Health and well-being: <i>affecting, impairment, withdrawal, addiction, poisoning, meditate, depressed, treat, mental health, out of shape, self-esteem, at risk, (physical/mental) well-being, cope, stress, overweight, insurance, insured, uninsured, patient, responsible party</i> ● Addiction: <i>psychological, physiological, dependence, substance, process, withdrawal, detoxification, addict, twelve-step program, impairment, tolerance</i> ● First aid kit: <i>adhesive bandages, adhesive cloth tape, antibiotic ointment, antiseptic wipes, aspirin, cold compress, compress dressing, emergency phone numbers, hydrocortisone, ointment, prescription medication, roller bandage, scissors, sterile gauze pads, sterile gloves, thermometer, burn, choking, poisoning, open wound, head injury, shock</i>

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Numeracy/ Academic Skills	EFF	SCANS	CASAS
Unit 3 <ul style="list-style-type: none"> ● Organize sentences effectively to convey meaning ● Focused listening ● Read and interpret information ● Scan for details ● Outline prior to writing ● Write two paragraph essay ● Research through interview and on the computer ● Make calculations ● Interpret a chart 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Observing critically <p>Decision-Making:</p> <ul style="list-style-type: none"> ● Using math to solve problems and communicate ● Solving problems and making decisions ● Planning <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Using information and communications technology ● Learning through research ● Reflecting and evaluating 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Mathematics ● Reading ● Writing ● Listening ● Negotiation ● Decision making 	<p>VB: 7.4.5 1: 1.9.5 2: 1.9.6 3: 1.9.8 4: 1.9.3 5: 1.9.2 RV: 7.2.1 RE: 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6 TP: 4.8.1, 4.8.5, 4.8.6</p>
Unit 4 <ul style="list-style-type: none"> ● Understand and use parts of speech related to root words ● Focused listening ● Summarize reading passages ● Scan for details ● Skim for general ideas ● Prepare and deliver an oral presentation ● Research online 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Reading with understanding <p>Decision-Making:</p> <ul style="list-style-type: none"> ● Solving problems and making decisions ● Resolving conflict and negotiating ● Cooperating with others <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Learning through research ● Reflecting and evaluating 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Problem-solving ● Self-management ● Reading ● Mathematics ● Creative thinking ● Responsibility ● Visualization 	<p>VB: 7.4.5 1: 2.1.8 2: 1.4.3 3: 1.4.5 4: 1.4.6 5: 1.4.7, 1.4.8 RV: 7.2.1 RE: 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6 TP: 4.8.1, 4.8.5, 4.8.6</p>
Unit 5 <ul style="list-style-type: none"> ● Analyze and use root words and related parts of speech ● Focused listening ● Make calculations ● Interview others ● Understand bar graphs ● Read a spread sheet ● Brainstorm ● Use reference materials including a computer 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Listening actively ● Observing critically <p>Decision-Making:</p> <ul style="list-style-type: none"> ● Using math to solve problems and communicate ● Solving problems and making decisions ● Resolving conflict and negotiating ● Cooperating with others <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Using information and communications technology 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Mathematics ● Reading ● Self-esteem ● Self-management ● Responsibility ● Problem-solving ● Visualization ● Decision making 	<p>VB: 7.4.5 1: 3.5.8, 3.5.9 2: 3.2.3, 3.2.4 3: 3.2.3, 3.4.5 4: 3.2.3 5: 3.4.3 RV: 7.2.1 RE: 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6 TP: 4.8.1, 4.8.5, 4.8.6</p>

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Theme	Unit and Page Number	Life Skills/ EL Civics Competencies	Grammar	Vocabulary
The Business World	6 Retail Page 111	<ul style="list-style-type: none"> Do product research Purchase goods and services by phone and Internet Interpret product guarantees and warranties Return a product Sell a product Research ways of selling things Create an online or catalog-only store 	<ul style="list-style-type: none"> Information questions Embedded questions Appositives ◆ Parts of speech: nouns, verbs, adjectives ◆ Conditionals with <i>would</i> ◆ Future with <i>will</i> △ Direct objects △ Imperatives △ Answering information questions 	<ul style="list-style-type: none"> Retail: <i>convince, exchange, free of charge, guarantee, make, model, policy, product, quality, receipt, refund, research, return, review, transaction, warranty, allege, confirm, fault, malfunction, quality, refund, goods and services, online, Internet</i>
	7 The Office Page 133	<ul style="list-style-type: none"> Identify and use technology Resolve technology problems Establish an organizational system Identify and resolve problems at work Report progress Research careers in retail and office businesses Set a typical business office 	<ul style="list-style-type: none"> Comparing parts of speech: verbs, nouns, adjectives Noun clauses Noun clauses as objects ◆ Imperatives △ Information questions △ Modals with <i>should</i> △ Future with <i>going to</i> and <i>will</i> 	<ul style="list-style-type: none"> Technology: <i>outlet, (AC/ power) adapter, business telephone, computer, external hard drive, MP3 player, fax (machine), flash drive, label maker, LCD projector, paper shredder, PDA, photocopier, printer, scanner, fan, toner, power supply (cord), display, firewire (port/ cable), handset, cable, (USB) port, memory card, troubleshoot, paper jam, feed</i> Organization: <i>(hanging) files, folders, bank statements, invoices, manuals, returns, purchase orders, progress report</i> Business: <i>training, qualifications, cost-effective, collaborate, accommodate, obstruct/obstacle, reorganize, effective, force, long-term, motivate, guidelines, resolve, compromise, IBR, perspective, conflict-resolution, avoid, compete</i>
Your World	8 Civic Responsibility Page 155	<ul style="list-style-type: none"> Identify requirements for establishing residency and citizenship Understand your rights Identify local civic organizations Interpret information about environmental issues Communicate your opinion Research civic issues and citizenship Give an opinion speech 	<ul style="list-style-type: none"> Transitional expressions Opinion expressions ◆ Future with <i>will</i> ◆ Imperatives ◆ Modals with <i>should</i> △ Simple past △ Modals with <i>must, can, may, should</i> 	<ul style="list-style-type: none"> Residency: <i>citizen, nonresident, permanent, alien, foreigner, status, eligible, naturalization, refugee</i> Rights: <i>amendment, Constitution, Bill of Rights, slavery, impartial, punishment, jury, capital crime, verdict, trial, bear arms, beliefs, opinion, peaceably assemble, protect</i> Civic Organizations: <i>civic, charitable, community, dues, members, social welfare</i> Environmental Issues: <i>carpooling, sustainable, environment, conserve, commuter, resource, reusable, recyclable</i>
Appendices	Photo credits Page 177 Goals Checklist Page 178 Vocabulary List Page 181 Grammar Reference Page 184 Listening Scripts Page 186 Skills Index Page 194 Map of the United States Page 196			

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Numeracy/ Academic Skills	EFF	SCANS	CASAS
Unit 6 <ul style="list-style-type: none"> ● Understand and use synonyms ● Use reference materials ● Research online ● Use a computer to study ● Take notes ● Scan for main ideas and details ● Brainstorm and construct arguments 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Reading with understanding ● Speaking so others can understand ● Listening actively <p>Decision-Making:</p> <ul style="list-style-type: none"> ● Solving problems and making decisions ● Resolving conflict and negotiating ● Advocating and influencing ● Cooperating with others <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Learning through research 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Social interaction ● Negotiation ● Self-management ● Decision making ● Writing 	<p>VB:7.4.5</p> <p>1: 1.2.4, 1.2.3, 1.2.5, 6.4.1, 6.4.3, 7.4.4</p> <p>2: 1.3.1, 1.3.3</p> <p>3: 1.6.3, 1.6.4, 1.7.1</p> <p>4: 1.3.3</p> <p>5: 1.6.3</p> <p>RV:7.2.1</p> <p>RE:4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6</p> <p>TP:4.8.1, 4.8.5, 4.8.6</p>
Unit 7 <ul style="list-style-type: none"> ● Interpret visual representations ● Understand root words and suffixes ● Analyze and evaluate ● Understand and write directions and reports ● Focused listening ● Summarize reading passages 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Reading with understanding ● Conveying ideas in writing <p>Decision-Making:</p> <ul style="list-style-type: none"> ● Solving problems and making decisions <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Using information and communications technology ● Learning through research ● Reflecting and evaluating 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Social ● Problem-solving ● Visualization ● Creative thinking ● Negotiation ● Teamwork ● Leadership ● Reading 	<p>VB:4.5.1, 7.4.5</p> <p>1: 4.4.8, 4.5.1, 4.5.4, 4.5.6</p> <p>2: 4.5.7</p> <p>3: 4.5.3, 4.7.2</p> <p>4: 4.8.1, 4.8.5, 4.8.6</p> <p>5: 4.6.4</p> <p>RV:7.2.1</p> <p>RE:4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6</p> <p>TP:4.8.1, 4.8.5, 4.8.6</p>
Unit 8 <ul style="list-style-type: none"> ● Interpret meanings of words in context ● Focused listening ● Scan for details ● Skim for general ideas ● Identify and paraphrase information ● Analyze and evaluate ● Interview others ● Write a paragraph ● Use transitional expressions in writing ● Create visual representation to brainstorm ● Write a speech 	<p>Many EFF skills are incorporated into this unit with an emphasis on:</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Reading with understanding ● Conveying ideas in writing ● Speaking so others can understand ● Listening actively <p>Decision-Making:</p> <ul style="list-style-type: none"> ● Advocating and influencing ● Cooperating with others <p>Lifelong Learning:</p> <ul style="list-style-type: none"> ● Learning through research ● Reflecting and evaluating ● Taking responsibility for learning 	<p>Many SCANS skills are incorporated in this unit with an emphasis on:</p> <ul style="list-style-type: none"> ● Reading ● Speaking ● Responsibility ● Cultural diversity ● Decision making 	<p>VB:7.4.5</p> <p>1: 1.5.1, 5.3.6</p> <p>2: 1.6.2, 5.2.2, 5.3.2, 5.7.1,</p> <p>3: 5.6.2, 5.3.8, 7.4.2</p> <p>4: 1.3.2, 5.3.7, 5.7.1, 7.4.2</p> <p>5: 5.1.6, 5.7.1, 7.4.2</p> <p>R: 7.2.1</p> <p>RE:4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6</p> <p>IP: 4.8.1, 4.8.5, 4.8.6</p>